

# Auxiliary Marine Safety Administrative & Management Specialist



## Performance Qualification System (PQS) Workbook



## **Auxiliary Administrative and Management Specialist**

### **INTENT**

Upon successful completion of this personal qualification an Auxiliarist will hold the minimum competencies to successfully fulfill staff positions in a District or National post. This Standard is not intended to be a mandatory prerequisite for any assignment. Instead, it is intended to be a professional development tool for any/all Auxiliarists interested in serving in a post above Flotilla Staff Officer.

### **Marine Safety and Environmental Protection Training Guide Administrative and Management Specialist**

This booklet is your personal 'on the job training' guide to qualification as an Auxiliary Administrative and Management Specialist. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer/mentor) is to review your qualifications and/or observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer/mentor must enter his or her name, rate/rank or Auxiliary qualification, signature, and initials in the Record of Verifying Officers section. When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation.

## Auxiliary Administrative and Management Specialist

### Auxiliary Administrative and Management Specialist (AUX-MSAM) Training Requirements:

*(Optional items are at the discretion of individual commands)*

	Date Completed	Verifying Officer
A. Completion of training courses (attach copy of completion certificates):		
1. Complete Introduction to Marine Safety and Environmental Protection Course		
2. Complete "Good Mate" Course		
3. Complete ICS-100		
4a. Complete 2 yrs in Staff position: _____ <b>or</b>		
4b. Complete 2 yrs in Elected Office: _____		
5. Complete one of the following: APC, AUXMIN, LAMS or AUXLEA course.		
B. Oral board (unit level).		
C. Completed package with documentation submitted to Training Officer/Coordinator for review		

All qualification requirements have been satisfactorily completed.

\_\_\_\_\_  
Training Officer/Coordinator      Date

### Record of Verifying Officers:

Date:	Name/Signature:	Initials:	Rate/Rank/Office:

## Auxiliary Administrative and Management Specialist

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
<b>COAST GUARD MS/MEP STRUCTURE AND FUNCTION</b>			
MSAM1	Describe the working relationship between the Auxiliary marine safety staff positions and the Active duty "M" positions.	_____	_____
MSAM2	Describe the organizational structure and elements within a typical MSO	_____	_____
MSAM3	Describe the responsibilities of the Port Operations Department of a local MSO	_____	_____
MSAM4	Describe the relationship between an MSO and an MSD	_____	_____
MSAM5	Describe the organizational structure within the Coast Guard's "M" program, from Headquarters (G-M) through local MSOs and MSDs.	_____	_____
<b>AUXILIARY MS/MEP PROGRAM MANAGEMENT</b>			
MSAM6	Plan and organize a training program involving one of the following areas of the MS/MEP field: Pollution, Port Operations, or Harbor Safety.	_____	_____
MSAM7	Present the training listed above at a flotilla, division, district or national level.	_____	_____
<b>VERIFYING OFFICER PROGRAM STRUCTURE AND FUNCTION</b>			
MSAM8	Describe the purpose of the Auxiliary verifying officer program for MS qualifications.	_____	_____
MSAM9	Who can be a verifying officer?	_____	_____
MSAM10	List the training and experience requirements for becoming a verifying officer.	_____	_____
MSAM11	Describe 3 typical verifying officer activities.	_____	_____
<b>AUXDATA DOCUMENTATION AND MANAGEMENT</b>			
MSAM12	List the mission areas in the "M" field that can be claimed/documented in AuxData.	_____	_____
MSAM13	Counsel an Auxiliary member on the proper use of the AUX 7030M form for documenting involvement in the "M" field	_____	_____
MSAM14	Evaluate a completed 7030M and determine if it was completed correctly.	_____	_____

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<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
MSAM15	Describe the steps necessary to obtain the Aux "M" Pro device.	_____	_____
MSAM16	Describe the application process to obtain the Aux "M" Pro device.	_____	_____

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## NOTES

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